

How to Complete Your MassDEP AQ Source Registration Through eDEP Online Filing

The AQ Source Registration is completed using the eDEP Online Filing System. There are **two parts** to completing your certification.

In **Part 1**, you register with eDEP in 2 Steps to get a username and password.

[Click here to go to instructions for Part 1](#)page 2

In **Part 2**, you complete the AQ Source Registration, sign the form electronically and get a summary and a receipt of your transaction.

[Click here to go to instructions for Part 2](#).....page 4

You will have finalized the process when you receive the summary and receipt page indicating that your filing is complete.

For AP Form Line By Line Instructions go to:

Mass eDEP BWP Air Quality Source Registration Line By Line Instructions For The Forms ([we need to link this to the instructions](#))

Before you start the certification process, you must have:

A. For PC users:

1. A PC with Internet access -
2. Either Microsoft Internet Explorer Version 5.0 and higher or Netscape Navigator Version 7.0 and higher
3. Free Adobe Acrobat Reader Version 5.0 and higher, EXCEPT Version 6.0. To obtain the free viewer, please see <http://www.adobe.com/products/acrobat/alternate.html>
4. A login username and password (obtained in Part 1)

B. For Mac users:

1. Macintosh running Mac OS X 10.2.8 or higher.
2. Apple Safari Browser
3. Adobe Reader 7 or higher
4. A login username and password (obtained in Part 1)

Part 1, Register with eDEP in 2 Steps to get a username and password.

If you already have a username and password, please [Click Here](#), to go directly to Part 2.

<p>Instructions:</p> <p>Step 1 of 2: Create Your Account. Use the instructions below to complete the required fields (indicated by *).</p> <ul style="list-style-type: none">• First Name; Last Name: Type your first name; type your last name.• eMail: Type your email address.• Contact Address Line 1; City; State; Zip: Complete these fields with your contact address.• Main Phone: Type a number where DEP can reach you.• Username: Type in a username of your choice that is at least 5 characters long but has no spaces.• Nickname: Type a nickname of your choice that is DIFFERENT from your username.• Password: Type in a password of your choice that is at least 8 characters long and contains both numbers & letters.• Retype Password: Confirm the password you chose.• Security Question: Select a question that you can use for retrieving a lost password.• Answer to Security Question: Type an answer to the question.• Terms & Conditions: Click on the link to read the Terms & Conditions.• I agree; I do not agree: Check the box that indicates your agreement with eDEP's Terms and Conditions. If you indicate that you do not agree, you will not be able to file through eDEP Online Filing. <p>Click  which sends your information to eDEP where it is checked.</p> <p>If there are problems with your registration, you will be directed back to the registration page. Error messages in red will appear telling you what to correct. You will need to correct the errors AND re-enter your password and confirm password information, then Click Submit again. When your information is correct, you will be sent to Step 2.</p>	<div data-bbox="695 205 799 298"></div> <div data-bbox="695 331 812 703"><p>login available submittals data converter tool instructions minimum requirements contacts feedback survey tour the site</p></div> <div data-bbox="695 772 799 793"><p>Version 3.5.3.1</p></div> <div data-bbox="847 195 1481 304"><p>dep home • calendar • new additions • search • site map</p></div> <div data-bbox="847 331 1481 1186"><p>Step 1 of 2: Create Your Account</p><p>Create an account in eDEP by completing all the required fields *. Then click Next</p><p>Personal Information - create your account profile. Please see DEP's Privacy Policy</p><p>*First Name <input type="text"/> Middle Name <input type="text"/> *Last Name <input type="text"/> Salutation <input type="text"/> Suffix <input type="text"/> Job Title <input type="text"/> *E-mail Address <input type="text"/> e.g., jsmith@domain. Business Name <input type="text"/> *Contact Address Line 1 <input type="text"/> Contact Address Line 2 <input type="text"/> *City <input type="text"/> *State <input type="text" value="MA"/> * Zip Code <input type="text"/> U.S. format: 02108, 02108-123 Canadian format: L4K-1L7 Country <input type="text" value="United States"/> * Main Phone <input type="text"/> Ext <input type="text"/> Home Phone <input type="text"/> Mobile Phone <input type="text"/> Fax <input type="text"/></p></div> <div data-bbox="815 1201 1481 1774"><p>Login and Security Information - create your login and security profile.</p><p>*Username <input type="text"/> Pick a username with at least 5 characters but with NO spaces *Nickname <input type="text"/> Pick a nickname DIFFERENT from your username for sharing in eDEP *Password <input type="text"/> Pick a password with at least 8 characters BOTH letters & numbers *Retype Password <input type="text"/> * Security Question <input type="text" value="What is your pet's name?"/> Pick any question from this list. *Answer Security Question <input type="text"/> Type your answer. Allows you to retrieve lost passwords.</p><p>Terms & Conditions Terms and Conditions. Please indicate your agreement below: <input type="radio"/> I agree <input checked="" type="radio"/> I do not agree</p><p><input type="button" value="Back"/> <input type="button" value="Clear"/> <input type="button" value="Next"/></p></div> <div data-bbox="815 1810 1481 1852"><p>dep home • calendar • new additions • search • site map • privacy policy contact eDEP</p></div>
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<p>Instructions:</p> <p>Step 2 of 2: How will you use eDEP?</p> <p>Select:</p> <p><input checked="" type="radio"/> No, none of the items describe me or how I will use eDEP.</p> <p>Then scroll to the bottom of the page and</p> <p>Click </p>	 <p>my profile</p> <p>my homepage</p> <p>online forms</p> <p>data connector tool</p> <p>instructions</p> <p>contacts</p> <p>feedback survey</p> <p>tour the site</p> <p>exit eDEP</p> <p>Version 3.5.3.1</p>	<p>dep home • calendar • new additions • search • site map</p>  <p>Step 2 of 2: How will you use eDEP?</p> <p>Do ANY items below describe you or how you will use eDEP? Answer yes or no. Then click Next.</p> <p><input type="radio"/> Yes, one or more of the items describe me or how I will use eDEP.</p> <p><input type="radio"/> No, none of the items describe me or how I will use eDEP.</p> <ul style="list-style-type: none"> • I will authorize other eDEP users -such as employees or consultants - to be agents of their organization or municipality and to file in eDEP. • I am a Certified Toxics Use Reduction Planner. • I am an employee of a TURA Reporting Facility. • I am a Conservation Commission Member. • I am a Groundwater Discharge Permittee. • I am a Hazardous Waste Transporter. • I am a Laboratory Director for Water Quality. • I am a Licensed Site Professional (LSP). • I am a DEP Staff Member. <p></p> <p>dep.home • calendar • new.additions • search • site.map • privacy.policy contact eDEP</p>
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Part 2, Instructions for the eDEP AQ Source Registration Package

Before You Start the eDEP AQ Source Registration process, you must know or have available

1. Current permit limits, plan approval numbers and plan approval dates for your individual emissions units and the facility, as a whole
2. The names, addresses, phone numbers, and e-mails for the facility owner and facility contacts
3. Your last Source Registration
4. The original AP forms you filled out for each emissions unit will also be helpful.

Best Practices for completing the form.

1. Please **do not use the back button** in eDEP
2. **Never use the following symbols when you enter data:** comma (< , >) apostrophe (< ' >), asterisk (< * >)", percent (< % >), number (< # >) and forward slash (< / >) and ONLY use a dash (< - > in a street address range, i.e. 2-4 Main St. or telephone number);
3. **To move through the form's fields:** USE your Mouse, tab key, or the scroll bars or the navigation buttons on the side. DO NOT use the return/enter key or the back button.
4. **Click the Save button** found on the first page of the form to save your work.
5. **Click the Validate button**, found at the top of the first page of the form & on the last page of the form, only when you have fully completed the form
6. **Correcting Errors:** If you have not submitted your package, you can just open the form with the mistake, fix the error, and re-validate. If you have submitted your package, you can no longer edit it. However, you can open a new package for the same facility and that includes only the problem unit. You do not need to submit all units again to correct an error in only 1 unit; however, you will need to submit a new TES along with the revised unit (the TES updates the facility -wide emissions amounts).

<p>Instructions:</p> <p>My Homepage.</p> <p>This screen is for your current and in process form submittals. As a first time user, you will have no submittals.</p> <p>To begin a new certification form, go to the right side link and</p> <p>Click start new</p>	 <hr/> <p>My Homepage User Name: APSOURCE01 Alias: APSrc1SP start new</p> <p>You do not currently have any submittals.</p> <p>dep home • calendar • new additions • search • site map • privacy policy contact eDEP</p>
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Instructions:

Online Forms.

Click on the top drop down menu and scroll down the alphabetical listing to select the "AQ Source Registration"

With the form selected,

Click

> Create Form

The next screen to appear is the Pre Form.

Click on 1. "Click here now for Source Registration Help"

Click on Yes button

Enter facility's TIN (Tax Identification Number) which is also referred to as FEIN (Federal Employee ID Number) or EIN (Employee ID Number).

Enter AQ/SSEIS ID Number

Then "Search" button.

If the TIN & AQ/SSEIS ID matches the information in the Department's Facility Master File (FMF), then your facility's name will appear below the search button. Select the "Next Step" button and the Current Submittal Page will appear.

If your get an error message then try again or contact your Regional FMF Data Manager to verify that we have your correct facility information.



OnLine Forms

Select the form you wish to submit

AQ Source Registration

> Create Form

For the following forms, DEP has not received and/or processed the proof(s) of identity required before you can fill out the form. To see the required proof(s) of identity for a form from the list below, then click on the 'More Info' button.

EMORS - HWT Certification Statement

> More Info

Pre Form

Pre Form : AQ Source Registration Package

1. Click Here Now For Source Registration Help
CLICK to find instructions and quick answers to questions about On-line Source Registration. **Click NOW** because you will not be able to return to this screen after you enter the forms. Browse the information in the new window before you start working on your forms.

Did you open the Source Registration Help screen by clicking the link above ? Yes : keep this window open while you work on your forms No

2. Please Identify Your Facility.
This screen helps eDEP pre-fill your forms with information from our existing records to save you time. Please enter the identifiers carefully.

TIN (Federal Taxpayer Identification Number - NO dashes)

AQ/SSEIS ID (7 digits - NO dashes or spaces)

search

Massachusetts Department of Environmental Protection

Instructions:

Current Submittal, Step 1 of 3

Step 1 AQ Source Registration

Click [▶ Next Step](#)

It will take a moment for the browser to load the form you need to complete.



Current Submittal Transaction ID - 10225

You have not completed Step 1. There may be related sub-forms to complete.

You must select "Validate" before continuing to the next step!

- Step 1** [AQ Source Registration](#)
- Step 2 Acceptance (Signature)
- Step 3 Submit

[▶ Next Step](#)

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eDEP AQ Source Registration Process - includes the following:

1. Preform: Open Instructions, identify your facility using your facility's TIN & AQ/SSEIS ID#
2. Current Submittal
3. Step 1 AQ Source registration, which includes:
 - a. AQ Source Registration Package (SR Overview form)
 - b. Related Forms page – which lists all the:
 - New APForm Creator (use to add emission units or stacks),
 - Source Registration (facility information),
 - Stacks,
 - Emission units, and
 - TES (Total Emissions Statement and Hazardous Air Pollutant list)
4. Current Submittal
5. Step 2 Acceptance (Signature)
6. Step 3 Submit (Print Receipt)

To Access AQ Package at a later time:

1. If you were to Log-out of eDEP, when you logged back into eDEP, it would open to **"My HomePage"**.
2. From My Homepage, select the Document that you want to OPEN.
3. Current Submittal Screen then follow No. 1 above.
4. To Open the Instructions at a later time go to - <http://mass.gov/dep/service/compliance/sr.htm>

Key Concepts for Filling Out the Forms:

- **PATIENCE:** The forms do take time to load – please be patient and don't start clicking until the form is fully loaded.
- **Validate** Checks your form – you must validate every form before you can submit a package.
- **OLD DATA:** The forms are PREPOPULATED with most (but not all) of the information you submitted on previous source registrations. Anything missing was probably not stored in the old SSEIS database.
- **NEW DATA – what other information should you have ready:** The forms contain questions that were not on past Source Registration forms. In particular, you need to have your permit limits and the names, addresses, phone numbers, and e-mails for the owner and facility contacts available when you start your session. You also need to have your last Source Registration form and the AP forms for each emissions unit will also be helpful.
- **CALCULATIONS:** If you choose, eDEP will calculate emissions for your combustion units based on the fuel usage you give it and EPA emissions factors. All AP1-3 forms will total emissions for the emission unit to the entire facility - wide Total Emission Statement (AP-TES) form.
- **HELP:** Hover text provides clarifications for some of the fields. To open, hold the cursor in the field without moving for a few seconds. Clicking the "?" icons will also open information boxes. But it is best to keep the complete instructions open in a separate window.
- **Save** Save your work frequently so you don't lose it (at least every 15 min.)
- **Save and Exit** **STOPPING MID-PACKAGE:** You can leave your form at any time by clicking: Then you can exit eDEP. All forms in the package are saved, even if the form is not yet validated.
- **Cancel** Will exit the form and NOT save any data you entered.
- **CORRECTING ERRORS:** If you have NOT submitted your package, you can open the form with the mistake, fix the error, and re-validate. If you have submitted your package, you can no longer edit it. However, you can create a NEW package for the same facility that includes only the problem unit. You do not need to submit all units again to correct an error in only 1 unit, however you will need to submit a new TES along with the revised unit (the TES updates the facility-wide emissions amounts).
- **REPLACING UNITS:** If you have replaced a unit with another since your last source registration you need to use the following procedure:
 - On the <Source Registration Overview> form, check box labeled <check if you added emission units or stacks since your last report>, validate the Overview form, and enter the number of blank forms you need in the boxes on the next form that appears (eDEP will add the blank form to your package);
 - Decommission the old unit by opening its form and entering a "Decommission date";

- Open and fill out the blank form for the new unit. You must decommission the old unit 1st, and then complete the form for the new unit. NOTE: you cannot just delete a unit and you should not change the name of an old unit to the name of a new one.
- **Closing/decommissioning units:** You cannot delete a unit because the system holds historical information for each unit. Instead, you decommission a unit to tell DEP that it is permanently removed (if a unit is just not being used, enter "0" for throughput and emissions, but do not decommission it). Decommission a removed unit by opening its form and entering a "Decommission date". You will still need to enter throughput and emissions for the portion of the year it was functioning. If it was closed before the Year of Record, then just enter "0" for throughput and emissions.
- **You cannot access the instructions and other on-line help once you are inside the forms:** you must open the Source Registration webpage when you are prompted in the Preform. We strongly advise you to leave the instructions open in a separate window. They can be printed out, but they are long.
- **Avoid making changes to the overview form:** Select your package carefully when you enter the Overview form. Returning to this form to add or subtract units from the package will invalidate the part of the submittal you have already worked on. You will not lose data, but you will have to re-validate every form. If you need to add units, it is better to start a new partial package with the units you want to add after you have submitted the package you are working on now.
- **How to print and save a copy of your package:** eDEP now allows users to download a complete copy (in PDF format) of their forms including any data that they have entered up to that time. Click < Get Copy to Save/Print> on your eDEP Homepage and follow the directions. Once eDEP has generated the file, you can save or print it using your browser and Adobe Reader.

How to get help with your forms

1. **Source Registration Web page** – www.mass.gov/dep/edep/sr/sr.htm – the web page contains FAQs, instructions, Source Classification Codes, MassDEP contacts, and more to help you.
2. **Instructions (line-by-line)** – www.mass.gov/dep/edep/sr/instruct.htm – we recommend you keep the instructions open in a separate window while you work on your forms for quick reference.
3. **Training** – MassDEP is sponsoring training sessions for the on-line Source Registration forms; find schedules and register here – www.mass.gov/dep/edep/sr.htm
4. **Help Desk for Source Registration** – e-mail your questions to air.quality@state.ma.us for a prompt response. Get on our Source Registration e-mail distribution list for timely updates mailed to your desktop. Find telephone contacts at the Source Registration Web page.

Instructions: Source Registration Overview. This form allows you to design the package of forms you want to work on.

A completed annual (or triennial) source registration package consists of:

- **AP-SR Source Registration:** one for the whole facility.
- **AP-1 Emission Unit-Fuel Utilization Equipment** (Sections A-D): one for EACH combustion emission unit. Each AP-1 has separate "Section Bs" for EACH type of fuel used in the emission unit.
- **AP-2 Emission Unit - Process Emissions Unit** (Sections A-D): one for EACH process emission unit. Each AP-2 has separate "Section Bs" for each raw material/finished product used in the emission unit. Note: the old AP-5 Organic Compound Usage and AP-6 Solvent Registration have been eliminated.
- **AP-3 Process Emissions Incinerator:** one AP-3 for each incineration unit.
- **AP-4 Organic Materials Storage:** One AP-4 for each organic material storage tank.
- **AP-Stack:** One for each VERTICAL stack. Horizontal, downward facing vents, goosenecks, and fugitive emissions do not require a separate form – their existence is just noted on each emission unit's form.
- **AP TES: Total Emissions Statement and HAP List:** one AP TES for the whole facility (the system will create subforms (Sections F& G) for those facilities that are required to report HAP emissions)

The form allows you to select among the following options

OPTION 1: To Create a Complete Package This creates one form for every emission unit and stack reported on your prior Source Registration, as well as the SR form and the TES form.

OPTION 2: To Add Emission Units or Stacks If you have added one or more emissions units and/or stacks since your last source registration, you must ALSO click this button to create new, blank forms for the new emissions unit(s) and/or stack(s)

OPTION 3: To Make Changes in previously submitted data, (or to submit a partial package) While a complete package contains all of the above forms, preparers have the option of submitting a Annual/Triennial AQ Source Registration as a series of "Partial Packages".

This option may be particularly appropriate for large, complicated facilities with many emissions units. It is also used when you want to correct or edit a form that has already been submitted to DEP. Submitting partial packages ensures that progress made on each package is not lost.

To submit a partial package or correct selected forms:

1. Click on the check box for Option 3
2. If there are any new stack or emissions units that you are choosing to include in this package, also click on the check box for OPTION 2.
3. On the lower part of the form there is a list of each existing emission unit and stack that the facility included in their prior Source Registration, the facility's identification number for that stack or unit, DEP's identification number for that unit or stack, the AP form number, and the date the information was last updated. Click on the box next to each emission unit/stack that you are choosing to include in the partial package you are creating.

Note: You will need to be strategic in selecting the forms you are choosing to include in partial packages. You must complete the forms for any new stacks before you fill out the forms for the emissions units that use them. You must fill out the forms for any emissions units you are replacing (decommissioning) before you fill out the forms for the new, replacement emission unit.

Note: You must include an AQ SR and an AQ-TES Form in each "Partial Package". The AQ-TES form automatically sums all of the emissions reported from each emissions unit included in the package. Therefore the facility emissions shown on this form will only be accurate on the last partial package you complete.

OPTION 4: To Create a New facility first time filers -- New facilities that have never submitted an annual/triennial Source Registration before must click on the check box for this option to create an entire set of new SR forms for your facility .

Additional Information for using eDEP Source Registration Overview Form

<p>Click “?” icons for important notes</p>	<p>The “?” icons will reveal in depth information about a particular portion of the form or question such as definitions, instructions, sources of assistance or information. Additional information about filling out these forms is available at the Source Registration Website, http://mass.gov/dep/service/compliance/sr.htm</p>
<p>How do I access the web site?</p>	<p>To access the website open another internet browser window and copy the URL into the address line.</p>
<p>How do I report on replacement emission units / production equipment?</p>	<p>If you replaced an emission unit since your last Source Registration, you must complete the appropriate AP-form for the new equipment and “decommission” the old emission unit. This requires the following steps:</p> <ol style="list-style-type: none"> 1) Check the box “check if you added or replaced emission units or stacks since your last report” on this form, 2) After validating the SR Overview, the Creator form opens and you must indicate how many of each form you need, then validate the Creator form. 3) Decommission the old emission unit equipment by accessing the form for the emission unit being replaced and entering a decommission date on the AP form for that emission unit; then validate that form. 4) Complete and validate the new AP form for the new emission unit. <p>The steps must be done in this order. If the unit being replaced is not decommissioned first, it is not possible to complete and validate the emission unit form for the new equipment. A required field on the emission unit form for the NEW equipment is the “ID number of the emission unit being replaced” in a drop down menu. The dropdown will not pre-fill with the ID number for the emission unit being replaced until it is decommissioned (that is, until you insert a decommission date).</p>
<p>What if one emission unit is replacing more than one unit?</p>	<p>If one new emission unit is replacing several old units, pick one of the old units being replaced on the drop list and note the others in Section C Notes and Attachments of the new unit’s AP-form.</p>
<p>How does the new database relate to the old SSEIS stack-point-segment numbering?</p>	<p>In the old SSEIS database everything was associated with a ‘STACK’. The boilers or process operations were called POINTS and the raw materials or fuels were SEGMENTS, and each had a number. The new database, and therefore the forms, are not stack dependent; so the “dummy” stacks in the old database were deleted, but the points, segments and ‘real’ stacks kept their numbers and names from the old system. The DEP# corresponds to the old POINT #.</p> <p>Points and real stacks (and associated forms) are now called fuel utilization equipment (AP-1), process equipment (AP-2), incinerators (AP-3), organic storage tanks (AP-4) and stacks (AP-Stack).</p> <p>This Overview form lists all emission units and real stacks on record in the old SSEIS database – when you open a form, the information on file with MassDEP will pre-fill the form. There are fields on the forms where information already submitted to MassDEP will not pre-fill since that data could not be stored electronically in the old system. It will be useful to have previous AP forms and source registrations handy when completing the forms. This is an initial one-time effort to enter this data – in future years the data will always pre-fill the forms automatically.</p>

Hover over existing facilities:	A facility is “existing” if a prior source registration has been submitted regardless of ownership change.
Hover over new facilities:	A facility is “new” if a source registration has never been submitted, regardless of ownership or how long the facility has been in operation
Hover over check if you have added emission units or stacks:	Check this box if there are ANY new emission units/equipment/stacks not previously reported including equipment/emission units installed to replace older equipment/emission units/stacks.
IMPORTANT: add forms for new or replacement equipment now! What if I need to create additional forms? What is the best way to add emission units or stacks if I determine half way through validating my package that I need to add a new stack or unit?	<p>If you have emission units or stacks not listed on this form that meet the required reporting thresholds, make sure you check the box to create forms for those units / stacks now. This is the only step in the reporting process during which you can create new report forms.</p> <p>Note: If you realize in the midst of filling out this package that you need to create additional forms, do not return to this Overview form unless you are willing to revalidate each previously validated form. Revalidation requires that you must open and revalidate every form in the package – you don't lose any of the data you have entered, but the process can be time consuming, particularly for a facility with more than 5-10 units.</p> <p>The best way to add emission units or stacks after you have completed much of your package is by submitting a supplemental package. Supplemental packages with new or replacement stacks or emission units are created by using the ‘START NEW’ button in the tool bar on your home page. When you get to the the Source Registration Overview form, check the box in question 1 labeled “check if you added emission units or stacks since your last report”. And then open the Creator form and follow the steps to add blank forms to the package for the new units.</p>
How do you amend a prior year’s Source Registration?	<p>To amend a source registration from a previous reporting year you must contact your MassDEP Regional Data Manager – the list of regional offices serving each town, and the phone numbers of the regional BWP data managers can be found on the Source Registration Website: http://mass.gov/dep/service/compliance/sr.htm</p> <p>To access the website open another internet browser window and copy the URL into the address line.</p>
? next to AP-SR Source Registration Form	If you are amending a previously submitted Source Registration Package you MUST also revalidate the AP-SR Source Registration Form
? next to FACILITY’S ID	The identification number that you , the facility, can assign to the emission unit or stack – you can edit this in the form for the unit/stack.
? next to DEP #:	The identification number that MassDEP has assigned to the emission unit or stack – you cannot change this.
? next to AP FORM	<p>The name of the form applicable to the emission unit/stack:</p> <p>AP-1 Fuel Utilization Equipment</p> <p>AP-2 Process Description</p> <p>AP-3 Incinerator: Solid Waste, Sludge, Medical Waste, other</p> <p>AP-4 Organic Material Storage (tanks)</p> <p>AP-STACK Emission Release Point</p>
? next to LAST UPDATE	indicates the last reporting year the emission unit or stack was updated in the MassDEP database

<p>? next to the Facility Name and how to change facility names or other locked fields</p>	<p>To change facility name: You must contact your MassDEP regional Data Manager to change your facility's name and street address. The list of regional offices serving each town and the phone numbers of the regional BWP data managers can be found on the Source Registration Webpage: http://mass.gov/dep/service/compliance/sr.htm</p> <p>To access the webpage open another internet browser window and copy and paste the URL into the address line.</p>
<p>TIP: Revalidation warning – what does it mean?</p>	<p>Note: avoid making changes to the overview form: Select your package carefully when you enter the Overview form. Returning to this form to add or subtract units from the package will invalidate the other forms in the submittal that you have already validated. You will not lose data, but you will have to re-validate every form. If you need to add units, it is better to start a new partial package with the units you want to add after you have submitted the package you are working on now.</p> <p>However, if you have made changes to the Source Registration Overview Form, when you Validate the form, a box will appear asking if you want to validate this form -- select Yes. Remember: if you have already validated forms and then return to this form to make changes then you will be required to revalidate each of the forms again. You will not lose the information you entered but it will be tedious to open each form and validate the information again.</p> <p>If you entered this form by mistake, do NOT select Validate. Select Cancel to return to the Related Forms Screen. If you selected Validate the form, a box will appear asking if you want to validate this form – select No and then select Cancel to return to the Related Forms Screen.</p>

eDEP New Unit Creator Form: Reporting Thresholds for Each AP Form:

<p>AP Form</p>	<p>If you need to add additional emission units or stacks to your package, but you are unsure of the forms reporting thresholds: see below -</p>
<p>AP-1</p>	<p>Reporting threshold for combustion sources.</p> <p>One AP-1 is required for each fuel burning equipment (excluding incinerators, and air pollution control equipment) with a rated capacity equal to or greater than the following thresholds that was in operation at your facility since your last source registration:</p> <p>Distillate oil >=10,000,000 Btu per hr (72 gal/hr) Residual oil > = 5,000,000 Btu per hr (32 gal/hr) Natural gas >=10,000,000 Btu per hr (100 Therms/hr or 9862 cf/hr) Solid fuel >= 3,000,000 Btu per hr Used oil fuel >= 3,000,000 Btu per hr (19 gal/hr) Landfill gas >= 3,000,000 Btu per hr (180,000 cf/hr)</p> <p>Note 1: Combustion equipment that is identical and smaller than the thresholds listed above can be can be combined into one emission unit.</p> <p>Note 2: Once a facility has reported on any fuel burning equipment it must report on ALL fuel burning equipment at the facility. No equipment is below the threshold.</p>
<p>AP-2</p>	<p>Reporting threshold for process emissions:</p> <p>One AP-2 is required for each production process (except those listed below) that releases any air contaminants in excess of the reporting threshold for that air contaminant through a stack or indirectly through vents or fugitive emissions that was in operation at your facility since your last source registration. There are exceptions to this rule for INSIGNIFANT ACTIVITIES (see list below)– please see the instructions at the Source Registration webpage for a complete list: http://mass.gov/dep/service/compliance/sr.htm</p>
<p>The INSIGNIFANT ACTIVITIES list includes the following:</p>	
	<ul style="list-style-type: none"> • Open burning conducted in accordance with the requirements of 310 CMR 7.07; • Office activities and the equipment and implements used there in such as typewriters, printers and pens; • Interior maintenance activities and the equipment and implements used therein, such as cleaning products and air fresheners. This does not included any cleaning of production equipment or activities regulated by 310 CMR 7.18; • Bathroom and locker room ventilation and maintenance; • Copying and duplication activities for internal use and for support of office activities at the facility; • The activities not regulated by 310 CMR 7.18 in maintenance shops, such as welding, gluing , soldering; • First aid or emergency medical care provided at the facility , including related activities such as sterilization and medicine preparation; • Laundry operations that service uniforms or other clothing used at the facility that are not regulated by 310 CMR 7.18; • Architectural maintenance activities conducted to take care of the buildings and structures at the facility, including repainting, re-roofing, and sandblasting; • Exterior maintenance activities conducted to take care of the grounds of the facility, including parking lots and lawn maintenance; • Food preparation to service facility cafeterias and dining rooms; • The use of portable space heaters which reasonably can be carried and relocated by an employee; • Liquid petroleum gas (LPG) or petroleum fuels used to power the facility's mobile equipment and not otherwise regulated by the Department; • Emergency vents not subject to the accidental release regulations; • Surface coating and painting processes which exclusively use non-refillable aerosol cans;

	<ul style="list-style-type: none"> • Vacuum cleaning systems used exclusively for commercial or residential housekeeping; • Ventilating systems used exclusively for heating and cooling buildings, for the comfort of people living or working within the building serviced by said system, which EPA has determined need not be contained in an operating permit; • Ventilating and exhaust systems for laboratory hoods used by academic institutions for academic purposes, by hospitals and medical care facilities used for medical care purposes and medical research only, by laboratories, which perform laboratory, scale activities as defined by OSHA, by facilities for quality assurance and quality control testing and sampling activities
AP-3	<p>Reporting threshold for incineration:</p> <p>One AP-3 form must be completed for each waste incinerator in use at your facility that is capable of reducing equal to or greater than 50 pounds of waste per hour since your last source registration.</p> <p>Exceptions: incineration units used as air pollution control equipment are reported on the AP form associated with the emission unit.</p>
AP-4	<p>Reporting threshold for organic material storage:</p> <p>One AP-4 must be completed for each storage container for "Organic Material" that has a capacity equal to or greater than 500 gallons in use at your facility for any time since your last source registration. Storage containers can be combined into one unit, provided they are identical, store the same material, and have a combined capacity of less than 50,000 gallons.</p>
AP-Stack	<p>Reporting requirement for stacks:</p> <p>One AP-Stack form must be filed for each vertical air emission release point.</p> <p>Note: Downward facing vents, horizontal vents, goosenecks, and fugitive releases are not "stacks" and do not require a separate Stack form.</p>
<p>IMPORTANT: Avoid making changes to this page after you validate – select your package carefully now.</p> <ul style="list-style-type: none"> • Returning to this form to add or subtract units from the package will invalidate the part of your submittal you have already worked on. • If you realize in the midst of filling out this package that you need to create additional forms, do not return to this Overview form unless you are willing to revalidate each previously validated form. Revalidation requires that you must open and revalidate every form in the package – you don't lose any of the data you have entered, but the process can be time consuming, particularly for a facility with more than 5-10 units. • The best way to add emission units or stacks after you have completed much of your package is by submitting a Supplemental Package. Using the 'START NEW' button in the tool bar on your home page creates supplemental packages with new or replacement stacks or emission units. When you get to the Source Registration Overview form, check the box in Question A.1 labeled "check if you added emission units or stacks since your last report". And then open the "New APForm Creator" form and follow the steps to add blank forms to the package for the new units. 	

Now what? Based on the options you chose on the "Source Registration Overview" Screen, determines how you should proceed:

A: If you checked OPTION 2 or OPTION 4 then:

1. From the **<Related Forms>** Screen, open "New APForm Creator"
2. Enter the number of AP forms you will need:
 - AP-1 Fuel Utilization Equipment (boilers, engines, furnaces),
 - AP-2 Processes (including coatings, painting, etc.),
 - AP-3 Incinerators,
 - AP-4 Organic Material Storage (tanks), and
 - AP-Stack (new/replacement "Vertical or Vertical with rain cap/sleeve" stacks for any emission units)
3. **Click Validate**
4. The **<Related Forms>** Screen will open

B: If you did not check OPTION 2 OR OPTION 4 or you have validated your New APForm Creator then:

1. eDEP will open to the **<Related Forms>** Screen
2. The **<Related Forms>** Screen lists all of the forms in the package you created, and whether or not they have been validated.
 - Forms with a check "✓" are validated (see Screen Shot 2) but you can still go back and edit them.
 - Forms with a triangle "▶" are not yet validated.
3. Some forms have several sections that will not appear on the **<Related Forms>** screen until you have validated the preceding section of the form.
4. Click on the form you want to work on (including any validated form if you want to edit it) OR click **<NEXT>** and the system will automatically open the next unvalidated form on the list.

Note: We suggest that you complete the AP-SR and AP-Stacks prior to working on the other AP forms.

5. Keep working on the forms. When all of the Forms in your package have been validated, then the **<Current Submittal>** Screen will automatically open. Now you move on to Step 2, Acceptance (Signature).
6. Step 2 for Acceptance (Signature) will display if your form validates with no errors to correct.

The buttons on top of the first page of each form. [see Screen Shot 1]

- **Clear** erases information you've entered on the form.
- **Cancel** exits the form without saving your changes.
- **Save** to backup your work. **Remember to "Save" your form often.**
- **Save and Exit** stores your work and exits the form.
Note: If you save and exit, your work will be saved but EDEP will not recognize the form as being "completed" and ready for submittal to DEP.
- **Print** will send the form to your printer.

Screen Shot 1



Once you have completed filling out the form

1. Click "Validate" on the last page of the form. eDEP will then validate your form.

Note: <VALIDATE> is a key step for all eDEP forms - you must validate a form to continue with the process. Clicking <Validate> makes the system review your form and identify common errors and omissions. You must fix these problems before the system will consider the form "validated" and ready for submittal.

Note: avoid making changes to the overview form: Select your package carefully when you enter the Overview form. Returning to this form to add or subtract units from the package will invalidate the other forms in the submittal that you have already validated. You will not lose data, but you will have to re-validate every form. If you need to add units, it is better to start a new partial package with the units you want to add after you have submitted the package you are working on now.

2. Validation Errors will be displayed if there are errors on the form that you need to correct

Instructions: Correcting Validation Errors: [see Screen Shot 2]

1. If upon validating the form, you get a **Validation Errors** screen: [Click to correct Error](#)
2. The form will open again and the fields that have errors will be highlighted in **red**.
3. Scroll through the form to find the errors highlighted in red and fix them.
4. Once the errors are fixed,
5. Click "Validate"
6. eDEP will then validate your form. **Validation Errors** will display if there are additional errors on the form that you need to correct
7. When you have corrected all of the errors, you will return to <Related Forms Transaction ID#> Screen. Now, the form, that you successfully completed, will have a check mark to the left of the form name. (See Screen Shot 3: in this example the AQ SR Page, New APForm Creator and AP Stack have been validated.)

Screen Shot 2

Question	Message Type	Message
Dental Practice or Facility Phone	ERROR	1028 - A
This practice recycles ..	ERROR	1028 - A
Individual Making Certification EMAILID	ERROR	1172 - Yc or net. Th

[Click to correct Error](#)

[dep home](#) • [calendar](#) • [new](#)

Screen Shot 3

Related Forms

Related Forms Transaction ID --

- ✓ AQ Source Registration Package (
- ✓ New APForm Creator (Use to
- ▶ Source Registration (Facility.
- ✓ AP Stack ()
- ▶ AP1 Sec A ()
- ▶ AP2 Sec A ()
- ▶ AP3 Sec A ()
- ▶ AP4 ()
- ▶ TES (Total Emissions Staten

[next step ▶](#)

Instructions:

Current Submittal, Step 2 of 3
Acceptance (Signature).
[Screen Shot 4]

Note: You must be a "RESPONSIBLE OFFICIAL" authorized to sign a Source Registration to proceed. The eDEP electronic signature has the same force of law as a handwritten signature. If you are not the Responsible Official, then you must share your package with a Responsible Official who can then complete the electronic signature and submit the form

Click <Share This Submittal> on the <Current Submittal> screen and follow the instructions. The Responsible Official must have registered with eDEP and they must tell you their eDEP Nickname for you to be able to share the package with them..



Click

Next Step then displays your signature page.

Signature.

[Screen Shot 5]

Read and then check the box beside

Facility Certification

Next type your name in the field.

NAME

If you are satisfied with the certification,



Click

I Accept will take you to Step 3 of 3, Submit.

Screen Shot 4



Current Submittal Transaction ID - 10225

You have successfully completed Step 1.
Your work was saved (but not validated)!

- Step 1** ✓ [AQ Source Registration](#)
- Step 2** [Acceptance \(Signature\)](#)
- Step 3 [Submit](#)



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Screen Shot 5



Signature

Please check the form(s) you wish to accept.

[AQ Source Registration](#)

Practice or Facility Certification

Text of the Certification Statement

By entering my name I acknowledge that I have read and agree with the certification statement.

NAME Date

 

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Instructions:

Current Submittal, Step 3 of 3 Submit
[Screen Shot 6]

Click 

Submit will send your certification to eDEP and then display your summary and receipt. See Screen Shot 2 below.

Submittal Summary & Receipt
[Screen Shot 7]

Confirm that your email address is correct.

If you would like a hard copy of the receipt for your records,

Click 

Print Receipt will open a new browser window with a printer friendly version of your receipt. From this window print directly from your browser using the Print command.

Return to the **Submittal Summary & Receipt** window

Click 

Congratulations! You have successfully filed your AQ Source Registration through eDEP Online Filing. Thank you.

Screen Shot 6



Current Submittal Transaction ID - 10225

You have successfully completed Step 2.

- Step 1** ✓ [AQ Source Registration](#)
- Step 2** ✓ [Acceptance \(Signature\)](#)
- Step 3** [Submit](#)



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Screen Shot 7

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Submittal Summary & Receipt

To complete your transaction, you must confirm that your email address is correct and then **click Next**. To print a copy of this page for your records, click **Print Receipt**. Thank you for using eDEP.

Send email confirmation to:

 

DEP Transaction ID: 7656
Date and Time Submitted: 8/27/2004 5:04:27 PM

Form Name: AQ Source Registration

The Massachusetts Department of Environmental Protection Bureau of Waste Prevention has received your AQ Source Registration....